

Job Opportunity Bulletin

Post Date: October 13, 2016

SUPERVISING SPECIAL INVESTIGATOR II

Salary Range: \$6,523 - \$8,517
Permanent, Full Time

FINAL FILING DATE: UNTIL FILLED

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

The Supervising Special Investigator (SSI) II manages and coordinates Quality Assurance (QA) and internal audits of the police and investigations provided at the Developmental Centers/Community Facility (DC/CF); coordinates and manages the Professional Standards Branch at the Headquarters Office that is responsible for sensitive or complex investigations involving the police, investigation, fire or other employees throughout the department; coordinates and manages the background investigations; develops or consults on statewide policies and procedures and may supervise. Must have the ability and willingness to travel overnight and to work odd and irregular hours.

For complete duties, please see the duty statement on the following page.

Please refer to:

Position #473-807-8547-001

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Cari Paganini

All applications will be screened
and only the most qualified will be
interviewed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of investigation techniques and procedures.
- Knowledge of applicable Federal, State, and local laws, regulations, and rules.
- Skill in planning, organizing, and directing investigations.
- Ability to analyze, think and act quickly in emergencies and adopt an effective course of action. Excellent communication skills.

Completion of the Peace Officers Standards and Training (POST) Basic Academy or Specialized Investigator Basic Course is required (please attach certificate to application), and current California driver's license are required. This is a sworn Peace Officer position pursuant to California Penal Code section 830.3(v). Successful candidates will undergo a complete background investigation, in accordance with the Commission on POST requirements.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678). All applicants will be considered; however, Reemployment/SROA/ Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-807-8547-001** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

CONTACT INFORMATION

Name: Cari Paganini
Number: (916) 322-9335

Email:
Cari.Paganini@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**STATE OF CALIFORNIA
DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES
Professional Standards Branch**

DUTY STATEMENT

**JOB TITLE: SUPERVISING SPECIAL
INVESTIGATOR II**

Position #: 473-807-8547-001

POSITION DESCRIPTION:

The Supervising Special Investigator II manages and coordinates Quality Assurance (QA) and internal audits of the police and investigations provided at the Developmental Centers/Community Facility (DC/CF); coordinates and manages the Professional Standards Branch at HQ; coordinates and manages the background investigations for the law enforcement positions at the DC/CF and HQ; develops or consults on statewide policies and procedures for the law enforcement or fire services; develops or consults on statewide law enforcement training programs and provides technical support, consultation and/or direction on investigations that are the most sensitive or complex at the DC/CF.

SUPERVISION RECEIVED: Under the direction of the Chief of the Office of Protective Services (OPS).

SUPERVISION EXERCISED: May supervise SS I I, and Investigators assigned to HQ.

TYPICAL PHYSICAL DEMANDS: Working on a personal computer 50 to 60 percent of the time and other physical work associated with performance of field investigations.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 25% Plan, develop and implement a statewide QA and internal audit system of functions associated with the police, and investigations provided to consumers and employees at the DC/CF.
- 25% Manage and coordinate the background investigations for law enforcement personnel hired at the DC/CF and HQ; assist the SSI I through consultation and review of training development and implementation.
- 15% Manage and coordinate HQ investigations and other sensitive or complex investigations involving law enforcement personnel or other staff at the DC/CF or HQ.
- 15% Provide technical support and consultation to departmental personnel on issues involving law enforcement; review and evaluate reports prepared by other investigators; work with and secure the cooperation of federal, state, and local law enforcement agencies; make physical inspections of departmental property and equipment and make recommendations regarding actions; develop and maintain working relationships with court personnel, department staff, and labor unions; file

complaints; take all actions necessary to investigate and prepare cases and appear as a witness in court or administrative proceedings.

Marginal Job Functions:

- 10% Prepare necessary reports and correspondence; evaluate the performance of staff members.
- 10% Direct or participate in the more difficult or confidential and sensitive field investigations, including potential criminal prosecutions.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment in close proximity to co-workers. Respond to multiple assignments with conflicting priorities and light timelines, up to 10-20 percent statewide travel.

The SSI II must possess and maintain a California Drivers License and be able to drive an automobile and travel by other modes of transportation to conduct QA internal audits and investigation assignments. Have the ability and willingness to travel overnight and to work odd and irregular hours. The SSI II must maintain effective work relations with DDS.

DESIRABLE QUALIFICATIONS:

Knowledge of: The functions of police, investigations, and fire protective services as provided to the consumers and employees at the DC/CF; criminal and administrative techniques and procedures utilized in a variety of investigations involving consumers and employees at the DC/CF; practices of conducting IA investigations involving alleged criminal and administrative misconduct by peace officers; practices of conducting background investigations for law enforcement personnel; practices of conducting QA reviews and internal audits of law enforcement and fire functions at the DC/CF;

applicable criminal and administrative laws or regulations that pertain to OPS, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code, and the California Code of Regulations; Agencies who utilize and/or have contact with DC/CF, i.e.: Department of Health Services, Department of Justice, California Highway Patrol, Department of Mental Health, Regional Centers, and local law enforcement and district attorneys.

Ability to: Develop and maintain cooperative and harmonious relationships with developmental centers, the public, and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

CERTIFICATES OR LICENSES:

Completion of the POST Basic Academy or POST Specialized Investigator Basic Course (SIBC).

Possess and maintain a current, valid driver's license.

Possess and maintain a valid California Defensive Driving card.

